

# Events & Programming Assistant [Summer]

The P. R. Community and Student Association (PRCSA) invites applications to fill the position of Events & Programming Assistant available at Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole ([www.prcsa.ca](http://www.prcsa.ca)). The successful candidate will work to promote activity, tourism, and general use of the Sadleir House facility. Specific duties will include:

## Particular Tasks May Include:

- Development of promotional materials such as brochures and general guides for events;
- Assistance with the organisation and operation of events at Sadleir House including receptions, music and drama performances, public lectures, art shows, and other such events;
- Development and implementation of a plan for Summer Event Programming that will be pertinent to students, the community at large, and visitors to the Kawartha region;
- Assistance with the delivery of programming such as the Sadleir House Pub Nights, Sadleir House Library, SCR Occasional Galleries, and others;
- Identifying, fostering, and developing potential partnerships with other organisations;
- Assistance with the review of 2010-11 Sadleir House programming and the development of a programming plan for the 2011-12 season; and,
- Assistance with the development and revision of policies related to the rental and booking of the facility.

All Sadleir House staff are expected to aid in the general maintenance and day-to-day upkeep of the facility.

## Eligibility & Qualifications:

- Between 15 and 30 years of age;
- A full-time student in 2010/11 and intending to return to school full-time in 2011/12;
- The following qualifications are considered an asset but are not required:
  - SmartServe, bartending experience, A/V gear experience,
  - webpage or publication design experience,
  - experience in non-profit or arts-related organisations.

**Term:** June 6th - August 2011, 9 weeks.

**Rate of Pay:** \$11 per hour

*[Subject to Funding Approval]*

**Application Deadline:** 27 May 2011, 5pm

## Method of Application:

Quoting job # CSJye11, please Submit Resume, Cover Letter, and the Names of Two References to:  
Mr. Dwayne Collins, Steward  
Sadleir House  
751 George St. N.  
Peterborough, ON  
K9H 3T2  
[dcollins@prcsa.ca](mailto:dcollins@prcsa.ca) (PDF format only)

*We appreciate all applications, but only candidates successful in securing an interview will be contacted.*



EMPLOYMENT OPPORTUNITY